



INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Document Management Department – Window Rock, Arizona
SALARY : \$15.1958 per hour
CLOSING DATE : Friday, May 24, 2024 at 5:00 PM

Class Summary:

This class is the second of four levels in the Administrative Support series. Incumbents perform the duties of an Administrative Clerk as well as more complex clerical and administrative functions. A working knowledge of applicable laws, regulations, and departmental policies and procedures are required at this level. Responsibilities may include providing organizational or departmental information to internal and external clients; compiling data and reports; establishing filing systems; scheduling appointments, meetings and travel arrangements; reviewing, revising and distributing standard documents and correspondence; ordering supplies; tracking purchase orders; preparing meeting minutes and transcripts; and performing basic quantitative and qualitative reviews of data. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Initiates, processes, and reviews routine and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; scheduling appointments and/or department activities; typing; and word processing.
- Responds to requests for information, in person, via e-mail, and over the phone; answers routine questions and provides information; directs visitors to appropriate locations.
- Prepares and/or enters a variety of information into applicable documents, spreadsheets, documents, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures.
- Drafts and types a variety of business documents, including letters, memos, contracts, meeting minutes, and/or related documents.
- Establishes file system; files documents alphabetically, numerically, or by other prescribed methods.
- Performs other duties of a similar nature or level.

Required Skills:

- Composing routine correspondence, memos, forms, and/or other related information;
- Establishing and maintaining file systems;
- Providing customer service;
- Proofreading and editing documents;
- Utilizing modern office equipment;
- Keyboarding;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- High School Diploma or GED and up to one year of college or technical coursework;
- Three (3) years of general office, administrative or clerical support experience or an Equivalency

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.